

ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: Government Service Insurance System
 Date of Self Assessment: CY 2019

Name of Evaluator: Patrick O. Gonzales
 Position: OIC-Head, GBAC Secretariat

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	81.13%	2.00	Out of Php2,081,481,556.32, the amount of contracts awarded through Alternative and Public Bidding, the amount of contracts awarded through Public Bidding is Php1,684,137,498.72 or 80.91% (Breakdown of PUBLIC BIDDING contracts attached as ANNEX A)	PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	12.92%	0.00	Out of 751 contracts awarded, the number of contracts awarded through Public Bidding is 84 or 11.32%. (Breakdown of PUBLIC BIDDING contracts attached as ANNEX A)	PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.17%	3.00	Out of Php2,081,481,556.32, the amount of contracts awarded through Alternative and Public Bidding, the amount of contracts awarded through Shopping is Php3,442,285.75 or 0.17% (Breakdown of SHOPPING contracts attached as ANNEX B)	PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	14.85%	1.00	Out of Php2,081,481,556.32, the amount of contracts awarded through Alternative and Public Bidding, the amount of contracts awarded through Negotiation is Php308,192,191.85 or 14.81% (Breakdown of NEGOTIATION contracts attached as ANNEX B)	PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	3.85%	1.00	Out of Php2,081,481,556.32, the amount of contracts awarded through Alternative and Public Bidding, the amount of contracts awarded through Direct Contracting is Php79,969,458.10 or 3.84% (Breakdown of DIRECT CONTRACTING projects attached as ANNEX B)	PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00	No contract awarded through Repeat Order.	PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a	No contract awarded through Repeat Order.	Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a	No contract awarded through Limited Source Bidding.	Procurement documents relative to conduct of Limited Source Bidding

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3.a	Average number of entities who acquired bidding documents	1.34	0.00	In 168 procurement activities conducted, the number of entities who acquired bidding documents is 225 or 1.34. (Breakdown included in ANNEX A)	Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.17	0.00	In 168 procurement activities conducted, the number of bidders who submitted bids is 196 or 1.17. (Breakdown included in ANNEX A)	Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.02	1.00	In 168 procurement activities conducted, the number of bidders declared eligible is 172 or 1.02. (Breakdown included in ANNEX A)	Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00	1. The bidding documents are available at the time of advertisement at the PhilGEPS and GSIS websites as stated in the IB. 2. Supplemental bid bulletins are signed and issued at least seven (7) calendar days before bid opening. 3. Minutes of pre-bid conference are prepared and made available within 5 CDs from each meeting.	Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00	1. The end-user units submit final, approved and complete Purchase Requests/ Procurement Requests, signed TOR, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the GBAC Secretariat prior to the commencement of the procurement activity. 2. There are no reference to brand names, except for items/parts that are compatible with the existing fleet or equipment . 3. Bidding Documents, Invitations to Bid and Requests for Proposal/Quotation are posted at the GSIS and PhilGEPS websites and bulletin boards	Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.55		

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4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00	The GBACs for Goods and Services and Consultancy-Clusters I and II, Infrastructure and Information Technology and Insurance were created through Office Order Nos. 430-19 , 454-19 and 449-19, (ANNEX C)	Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00	The GBAC Secretariat members were designated through Personnel Action Nos. 78-16; PRD 95-14 et.al. (ANNEX D)	Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and Implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00	The GSIS' APP for CY 2019 was approved by the Head of the Procuring Entity on 08 November 2018 per Joint GBAC Reso No. 2019-001. and transmitted to GPPB on the 28th of November and received on the 29th of November 2018. (ANNEX E)	Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00	The GSIS' APP-CSE for FY 2019 was submitted to PS-DBM on August 31, 2018 at 2:37PM.	APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00	The GSIS adapts the Green technical specifications on tissue products, food and catering services. (ANNEX G)	ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	98.85%	3.00	In 168 procurement activities conducted through Public Bidding, 165 bid opportunities were posted in PhilGEPS website or 98.85%. (Breakdown included in ANNEX A)	Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00	In 84 projects awarded through Public Bidding, 84 contract awards were posted in PhilGEPS website or 100%. (Breakdown included in ANNEX A)	Agency records and/or PhilGEPS records

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6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	93.62%	3.00	In 345 projects procured through alternative methods, 323 contract awards were posted in PhilGEPS website. (Breakdown included in ANNEX B)	Agency records and/or PhilGEPS records

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No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be included in the Evaluation)
Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00	There is an existing official G SIS website (www.gsis.gov.ph) that provides up-to-date information on procurement found under Opportunities > G SIS Bids and Awards Committee (http://www.gsis.gov.ph/opportunities/gbac/) and > Reinsurance projects (http://www.gsis.gov.ph/opportunities/investment-bac/)	Identify specific procurement-related portion in the agency website and specific website links
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00	The G SIS Procurement Monitoring Report (PMR) for the First Semester of CY 2019 was submitted to GPPB on July 12, 2019, 2018. The PMR for the Second Semester was submitted on January 14, 2020. (ANNEX H)	Copy of PMR and received copy that it was submitted to GPPB
		Average II	3.00		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	49.92%	1.00	Out of Php4,169,855,148.78, the total amount in the approved APP, the total amount of contracts signed is Php2,081,481,556.32 or 49.92%.	APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	50.00%	0.00	84 contracts were signed after 168 procurement activities conducted through competitive bidding or 50.00%. (Breakdown included in ANNEX A)	APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00	G SIS has an established procedure for needs analysis and market research and a system that monitor delivery of goods, works and consultancy.Planned procurement activities of ISO are basically based on Business Case drafted for each project. Complete response in the attached file)Luzon Operations Group assesses the needs of the unit prior to procurement and monitors delivery as required. We also ensure that communication with the vendor is done once the NOA, Contract, and NTP are issued to ensure timely delivery and action on the procurement is observed.	Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less

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9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00	Out of 77 goods procured, 77 were awarded within the prescribed period or 100%. (Breakdown included in ANNEX A)	PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00	Out of 6 infrastructure projects procured, 6 were awarded within the prescribed period or 100%. (Breakdown included in ANNEX A)	PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	100.00%	3.00	One (1) consultancy project was awarded in CY 2019.	PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00	Individual Performance Commitments of GBAC Secretariat and MMD personnel include procurement functions. Performance of procurement personnel are evaluated by their respective supervisors (not by procuring entity) based on their performance commitments. (ANNEX I)	Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	0.00%	0.00	Attached is the list of procurement training and professional programs attended by MMD, GBAC Secretariat. (ANNEX J)	Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00	The PE thru BAC and Secretariat responded to all interested/prospective bidders' inquiries and concerns with available various communication channels. Coordination meeting with Vendors and Service Providers for awarded projects (ANNEX K)	Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00	The GBAC Secretariat has an existing filing and records management system. Electronic copies of documents are saved in shared folders and files are kept in labeled filing cabinets. The documents are properly filed, and segregated by year and by project. Likewise, the procurement records of MMD are filed as part of MMD Procurement Section (PS) files.	Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.

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11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00	1. Contract management-related documents are maintained for five years (Active - 5 years, Storage - 5 years) 2. Electronic copies of documents are saved in shared folders and files are kept in labeled filing cabinets. 3. The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel. Vismin-all procurement docs are kept in duly designated and secure locations. ISO maintains its list of awarded contracts since 2014 up to present. Aside from electronic copies, project documents are kept in labelled filing cabinets located in secure location. All awarded contracts have its corresponding project folders stored in filing cabinets. Further, project documents are digitized and stored in dedicated computers to ensure easy retrieval.	Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00	1. GSIS has written procedures on performance evaluation and acceptance and inspection of goods and services. 2. GSIS conducts coordination meeting and project inspection and submission of inspection report, evaluated statement of work accomplished (SWA), punchlisting report for substantially completed project/contract 3. Office Order 352-17 created the GSIS-CPES-IU for the implementation of the CPES. Luzon Group strictly adheres to the GSIS procedure on procurement and submit required forms. Vismin-all offices follow prescribed inspection and acceptance report provided by MMD. (ANNEX L)	Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz

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12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00	Average is 10 working days upon receipt of Billing Statements from the Suppliers/Vendors ; 1.84 average no. of days for the posting and processing of payment and printing of check ; 14.76 average no. of days for the check releasing. Luzon Group ensures release of pament w/in 15 wds. VisMin- 15-2- WDs [ayment maybe done.	Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.38		

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PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00	GSIS regularly and strictly complies with the required issuance of the Notice of meetings to observers such as Commission on Audit (COA); Internal Audit Services Office (IASO), Coalition against Corruption (CAC) and observers from different NGOs like the Philippine Chamber of Commerce and Industry (PCCI), Philippine Institute of Civil Engineers (PICE), Department of Trade and Industry (DTI) and Philippine Constructors Association, Inc. (PCA). For insurance projects, we also invite the Philippine Insurers and Reinsurers Association (PIRA). Official observers were always invited during the Pre-bid Conference and Bid Openings. They were sent invitations 5 CDs before the conference. There's an average of six (6) invited observers per procurement conference for both GBAC and GIBAC projects.	Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00	Attached are copies of Board Reso No. 437 dated 28 April 1977 (Organization of the Internal Audit Services), and the IASO Organizational Chart. The list of audit reports concerning procurement and transactions for CY 2019 is also attached as (ANNEX M) <i>Note: IASO conducts a semi-annual monitoring of OUC's compliance to IASO recommendations.</i>	Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00	Attached is the Agency Action Plan and Status of Implementation on procurement related transactions for CY ended 2017. (ANNEX N)	Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00	The BAC resolved all Motions for Reconsideration filed by bidders within 7 CDs.	Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					

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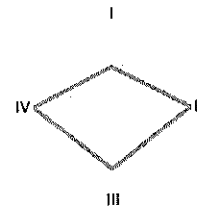
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16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00	The GSIS adopted the following policies/programs to promote anti-corruption related to procurement: a) Revised GSIS Manual of Corporate Governance (11 June 2014); b) Amended GSIS "No Gift" Policy (PPG 257-14, 17 July 2014); and c) Managing Conflicts of Interest in GSIS Procurement (PPG 314-17, 08 August 2017), GSIS Whistleblowing Policy, Freedom of Information and GSIS Committee on Integrity Development. (ANNEX O)	Verify documentation of anti-corruption program
		Average IV	3.00		
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)			2.48		

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.55
II Agency Institutional Framework and Management Capacity	3.00	3.00
III Procurement Operations and Market Practices	3.00	2.38
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.48

Agency Rating



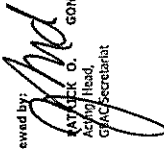
**ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT**

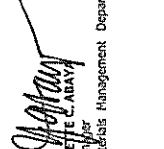
7- GOVERNMENT SERVICE INSURANCE SYSTEM

Period Covered: CY 2019

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
Fig*	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Awarded at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
	3,269,608,203.94	144	77	1,008,140,341.20	58	193	166	148	142	77			77
	235,733,000.00	20	6	72,056,028.72	7	30	28	22	20	6			6
	10,700,000.00	4	1	3,941,128.80	3	2	2	2	3	1			1
	3,516,101,203.94	168	84	1,684,137,498.72	68	225	196	172	165	84		0	84
	0.00	0	0	0.00									
	3,536,225.00	60	60	2,946,386.25					60	60			
	603,871.00	44	44	495,899.50									
	136,423,881.89	24	24	79,069,458.10						20			
	0.00	0	0	0.00						0			
	0.00	0	0	0.00						0			
	0.00	0	0	0.00						0			
	7,213,217.86	101	101	5,740,121.90						0			
	0.00	0	0	0.00						0			
	167,405,073.35	15	4	79,165,919.51					14	4			
	30,121,954.00	192	192	24,256,734.90					191	191			
	305,836,843.94	69	65	202,040,973.74						48			
	3,111,772.00	177	177	2,728,563.70						0			
	653,753,944.84	682	687	397,344,057.60					265	323			
	4,169,855,148.78	850	751	2,081,481,556.32									
TOTAL													

de foreign-funded publicly-bid projects per procurement type
ment using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

Reviewed by: 
YVETTE L. ABAYA
Manager
Materials Management Department


YVETTE L. ABAYA
Manager
Materials Management Department

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency:

Government Service Insurance System

Period: CY 2019

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Due to change in threshold for Public Bidding, from 500,000 to One Million and above. So more of the projects were procured thru small value procurement and other alternative methods of procurement.	GSIS bids and Awards Committees; Functional Groups, Materials Management Department	During Budget Preparation from the First Quarter of the Year until the Corporate Budget is approved.	Human Resource Office Budget Computer and Internet Con (on line canvassing and mar research) App
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Not all procurement projects of GSIS were procured through public bidding. Due to the essential features of each item to be procured, some projects were procured through alternative methods of procurement as it was determined to be more economical, efficient and effective. Further, decentralization of procurement was implemented wherein the GSIS Branch Offices can procure their requirements from local suppliers. Due to change in threshold for Public Bidding, from 500,000 to One Million and above. So more of the projects were procured thru small value procurement and other alternative methods of procurement.	GSIS Bids and Awards Committees; Functional Groups, Materials Management Department	During Budget Preparation from the First Quarter of the Year until the Corporate Budget is approved.	Human Resource Office Budget Computer and Internet Con (on line canvassing and mar research) App
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Not all procurement projects of GSIS were procured through public bidding. Due to the essential features of each item to be procured, some projects were procured through alternative methods of procurement as it was determined to be more economical, efficient and effective. Further, decentralization of procurement was implemented wherein the GSIS Branch Offices can procure their requirements from local suppliers. Nonetheless, the GSIS will continue reviewing the clustering of procurement projects to determine projects that can be merged and procured through public bidding.	GSIS Bids and Awards Committees; Functional Groups, Materials Management Department	During Pre-bid conference for every procurement project and Bidders' Conferences conducted once a year in the CO, selected BOS in VisMin and Luzon Areas. Attendance to training every Second semester of calendar year.	Human Resource Office Budget Computer and Internet Con (on line canvassing and mar research) App

2.c	Percentage of direct contracting in terms of amount of total procurement	In the next procurement activity pertaining to the replacement of existing hardware/software/equipment, the GISIS shall ensure that there are several suppliers of maintenance services and/or consumables of the hardware/software/equipment to be procured.	GISIS bids and Awards Committees; Functional Groups, Materials Management Department	Annual	Human Resource Computer and Internet Conr (on line canvassing and marh research) App
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	The participation of bidders in the GISIS procurement is beyond the control of the procuring entity. Info dissemination will be strengthened by: 2. Creation of GBAC Facebook page/Posting of Bid Opportunities in the GISIS Page	Management, GBAC Secretariat	During Pre-bid conference for every procurement project and Bidders' Conferences conducted once a year in the CO, selected BOs in VisMin and Luzon Areas.	Human Resource Budget Location/Venue RA 9184; GPPB
3.b	Average number of bidders who submitted bids	The participation of bidders in the GISIS procurement is beyond the control of the procuring entity. Info dissemination will be strengthened by: 2. Creation of GBAC Facebook page/Posting of Bid Opportunities in the GISIS Page.	Management, GBAC Secretariat; End User Unit	During Pre-bid conference for every procurement project. The next Bidders' Conferences are scheduled in the third and fourth quarter of CY 2020.	Human Resource Contoller Group GBAC Secretariat RA 9184; GPPB
3.c	Average number of bidders who passed eligibility stage	During the Pre-bid Conference, a more comprehensive and detailed presentation and discussion of bidding requirements will be conducted. The actual personnel who will prepare bids shall be encouraged to attend the pre-bid conference. Info dissemination will be strengthened by: 1. Development of information kits and posting in the GISIS website;	GBAC, GBAC Secretariat	During Pre-bid conference for every procurement project and Bidders' Conferences conducted once a year in the CO, selected BOs in VisMin and Luzon Areas. Attendance to training every Second semester of calendar year.	GBAC Secretariat; BACs and Members Venue RA 9184; GPPB
3.d	Sufficiency of period to prepare bids				

3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				
5.a	An approved APP that includes all types of procurement				
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service				
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted				
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency				
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	The conduct of rebidding was primarily attributed to the ineligibility/post-disqualification of all bidders. Info dissemination will be strengthened by educating the bidders through: 1. Development of information kits and posting in the GSIS website; and 2. Creation of GBAC Facebook page/posting of Bid Opportunities in the GSIS Page.	EUU and GBAC	Annual	Human Resource APP RA 9184
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				

9.a	Percentage of contracts awarded within prescribed period of action to procure goods	Strengthen the monitoring of procurement projects and coordination with the end-user units, GBAC, Technical Working Group and the Head of the procuring entity.	EUU, GBAC, TWG, GBAC Secretariat , Management	Annual	Human Resource APP RA 9184
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	The GBAC Secretariat and Procurement Staff under the Materials Management Department have attended various Procurement related training and seminars including the Public Procurement Specialist from Basic to Advanced level. In the case of GBAC Members, they have just attended in 2017-2019 the training on Republic Act 9184 when the 2016 Revised IRR was published.	Members of the GIS Bids and Awards Committee; GBAC Secretariat and others involved in procurement from the End User Units.	Once the Public Procurement Specialist Certification Course resumes or Year January 2021	Budget Human Resource GPPB Accredited Universities
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR				
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits				
14.b	Audit Reports on procurement related transactions				
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements				
16.a	Agency has a specific anti-corruption program/s related to procurement				

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: GOVERNMENT SERVICE INSURANCE SYSTEM
Name of Respondent: PATRICK O GONZALES / MERCEDITA A. MOJICA

Date: June 25, 2020
Position: ACTING HEAD BAC SEC/HAO, BAC SEC

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
please provide link: <http://www.gsis.gov.ph/transparency-seal/>
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: November 28, 2018

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually
please provide submission date: 31-Aug-18
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- n/a Original contract awarded through competitive bidding
- n/a The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- n/a The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- n/a The quantity of each item in the original contract should not exceed 25%
- n/a Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- n/a Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- n/a Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- n/a Transmittal of the Pre-Selected List by the HOPE to the GPPB
- n/a Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the following conditions? (3e)

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- Office Order creating the Bids and Awards Committee
please provide Office Order No.: OO 430-19; 454-19; 449-19
- There are at least five (5) members of the BAC
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. <u>MERCEDITA TAYAG</u>	<u>December 6, 2017</u>
B. <u>JONATHAN C. PINEDA</u>	<u>December 6, 2017</u>
C. <u>RAYMUNDO PALAD</u>	<u>December 7, 2017</u>
D. <u>CORAZON DACANAY</u>	<u>December 6, 2017</u>
E. <u>ANNIE SALVANERA</u>	<u>December 7, 2017</u>
F. _____	_____
G. _____	_____
- Members of BAC meet qualifications
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
please provide Office Order No.: OO 78-16; PRD 95-14
- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: PATRICK O. GONZALES
- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: February 9, 2019 to November 15, 2019

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- | | |
|---|---|
| <input type="checkbox"/> n/a Computer Monitors, Desktop Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input type="checkbox"/> n/a Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> n/a Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> n/a Fridges and Freezers | <input type="checkbox"/> n/a Toilets and Urinals |
| <input type="checkbox"/> n/a Copiers | <input type="checkbox"/> n/a Textiles / Uniforms and Work Clothes |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

- Agency has a working website
please provide link: <http://www.gsis.gov.ph/opportunities/gbac/>
- Procurement information is up-to-date
- Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

- Agency prepares the PMRs
- PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - July 12, 2019 2nd Sem - January 14, 2020
- PMRs are posted in the agency website
please provide link: <http://www.gsis.gov.ph/opportunities/gbac/>
- PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

- There is an established procedure for needs analysis and/or market research
- There is a system to monitor timely delivery of goods, works, and consulting services
- Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

- Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: November 27-29, 2018

- Head of Procuring Entity (HOPE)
- Bids and Awards Committee (BAC)
- BAC Secretariat/ Procurement/ Supply Unit
- BAC Technical Working Group
- End-user Unit/s
- Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

- n/a Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

- There is a list of procurement related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

- There is a list of contract management related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

- Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

- Yes No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor: ENGR. DEXTER LOUIS CRUZ
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: ENGR DIVINE APOLINAR / ENGR DEXTER LOUIS CRUZ

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 15 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
 - B. Shortlisting (For Consulting Services Only)
 - C. Pre-bid conference
 - D. Preliminary examination of bids
 - E. Bid evaluation
 - F. Post-qualification
- Observers are invited to attend stages of procurement as prescribed in the IRR
 - Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
 - Observer reports, if any, are promptly acted upon by the procuring entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: April 1, 1977
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months)
100 %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption